SharpSchool
helping schools succeed

User Guide

Chapter 24

eLocker User Guide

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About eLockers

SharpSchool's *eLockers* provide users with the ability to manage and store files and folders online. Since the files and folders are available online, these can be easily transferred from home to school and vice versa. SharpSchool's eLocker solution works with all major browsers, making it easy for anyone to access their eLocker from any computer with an internet connection.

About this Guide

This user guide offers teachers, students, and other users an introduction into the operation of SharpSchool's eLocker system.

Who Should Use this Guide

The contents of this guide are written to be readable by users of all technical backgrounds. Primarily, this guide will be used by teachers, students, and other users who may have an eLocker on their website.

If you have been given a training site, it is a good idea to practice the steps covered in this guide before working on your real site. This eliminates the risk of accidentally deleting important content or ruining anything on your real site.

Accessing your Website

In order to use an *eLocker*, you must first log into your website. The login page to your school or district site will contain fields for the username and password. The location of the login button will vary according to your website's design; however, login buttons are typically available on the upper right corner of your website.

I. Accessing your eLocker

The exact method used to get to your eLocker will vary from school to school and district to district. Generally you will find a link along the top or bottom of your page (wherever you find the published links) and will contain "Locker," "eLocker," or "Personal Workspace." For example, some schools use "My eLocker."

Note: You may need to log in to your site before the link becomes visible.

Pitfall: If you receive a prompt to log in after clicking the eLocker link, either you are not already logged in or your site administrator has not yet set up a rule governing the creation of your eLocker.

II. Browsing your eLocker

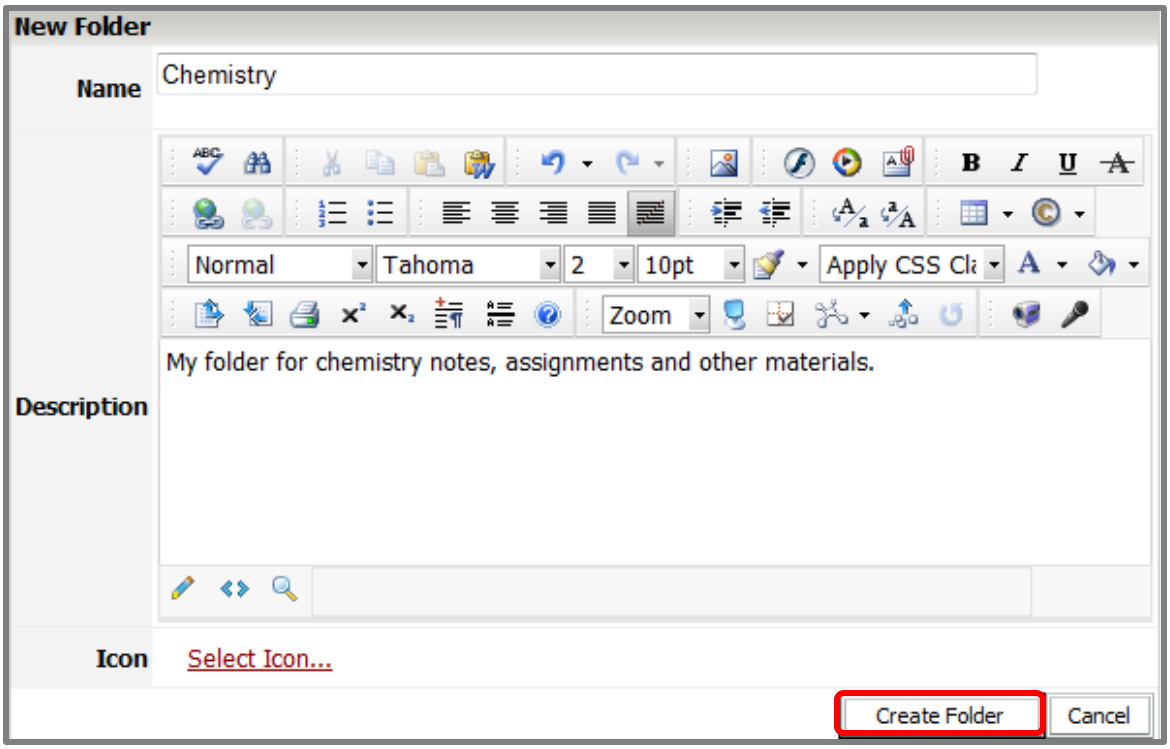
Once you have loaded your eLocker, you will see a file browser interface displaying your empty eLocker.

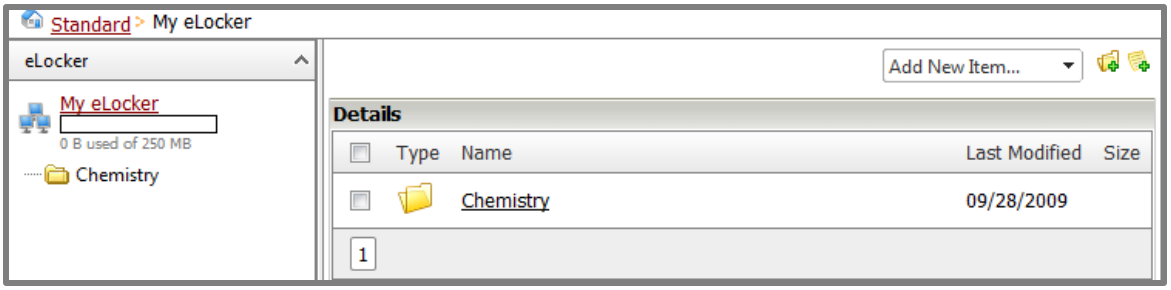
1) Adding a Folder

One of the first things you will probably want to do is set up some folders on your eLocker. You can organize your folders according to your preferences. You may set up folders for each class, you may create folders for different types of work (like homework and assignments), or you may choose your own unique method for sorting your files.

To add a folder, you can click the **Add New Item…** dropdown menu and select **Folder**, you can click on the icon, or you can right-click in the file area and choose **New Folder**.

A new page will open which allows you to enter a folder **Name** and **Description**. When you are ready to create the folder, click **Create Folder**.

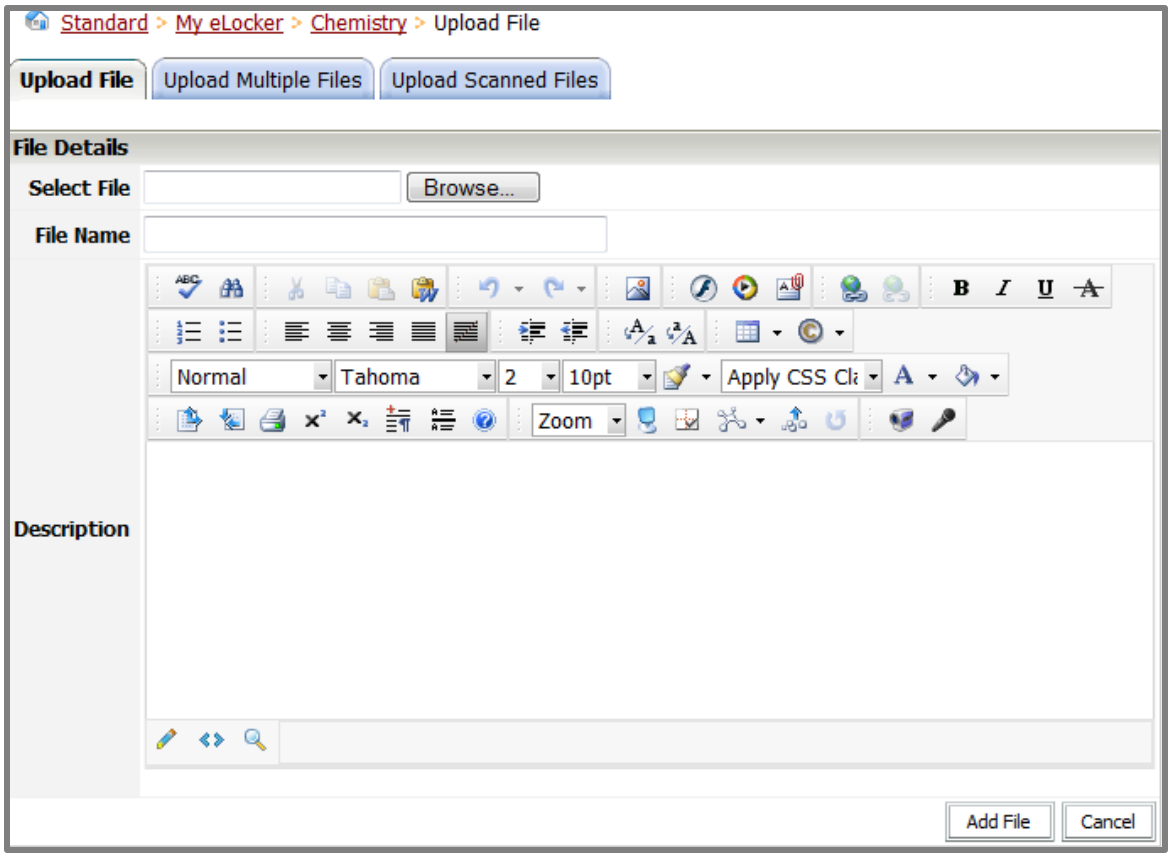




2) Adding Files

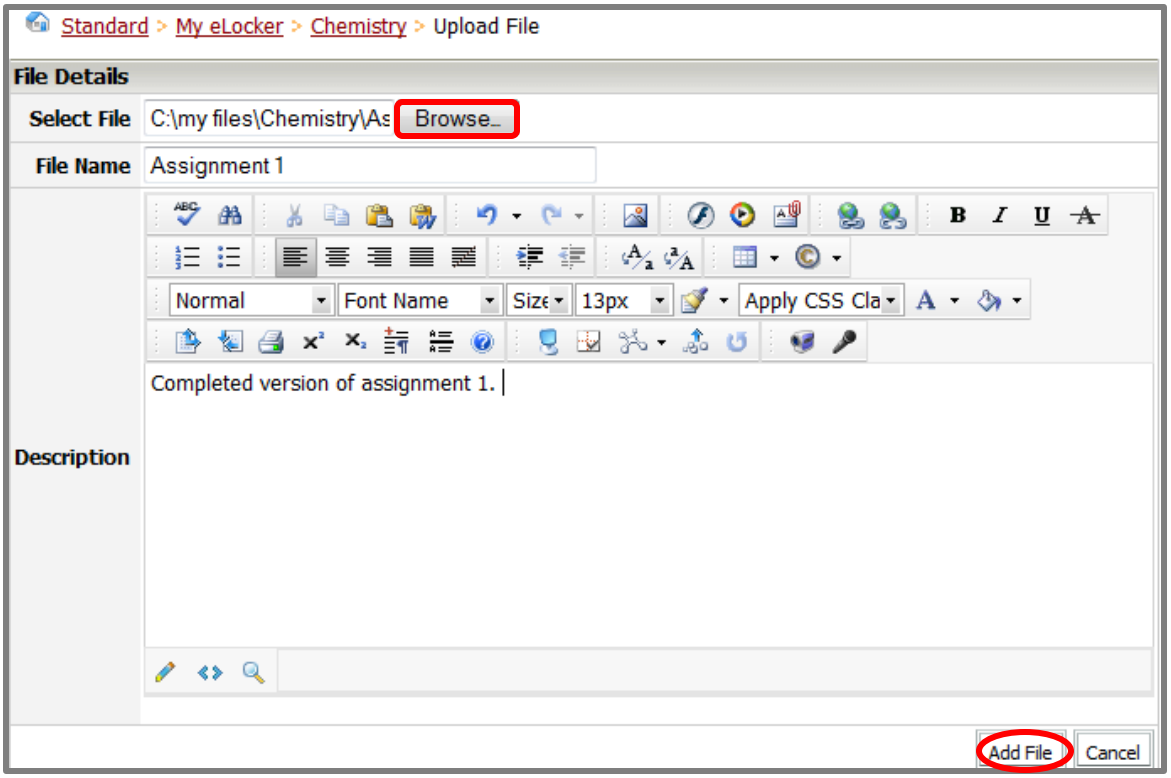
Once you have folder set up in your eLocker, you may then want to upload files. To do so, first double-click on a folder to open it. Then click on the **Add New Item…** dropdown and choose **File**, click the icon, or right-click in the file area and choose **New File**.

If you are using Internet Explorer, there will be three file upload methods available: **Upload File**, **Upload Multiple Files,** and **Upload Scanned Files**. The latter two options require the use of Microsoft Internet Explorer; when using an alternative browser such as Mozilla Firefox, Safari, or Google Chrome, you will only be able to choose **Upload File**.



a. Upload File

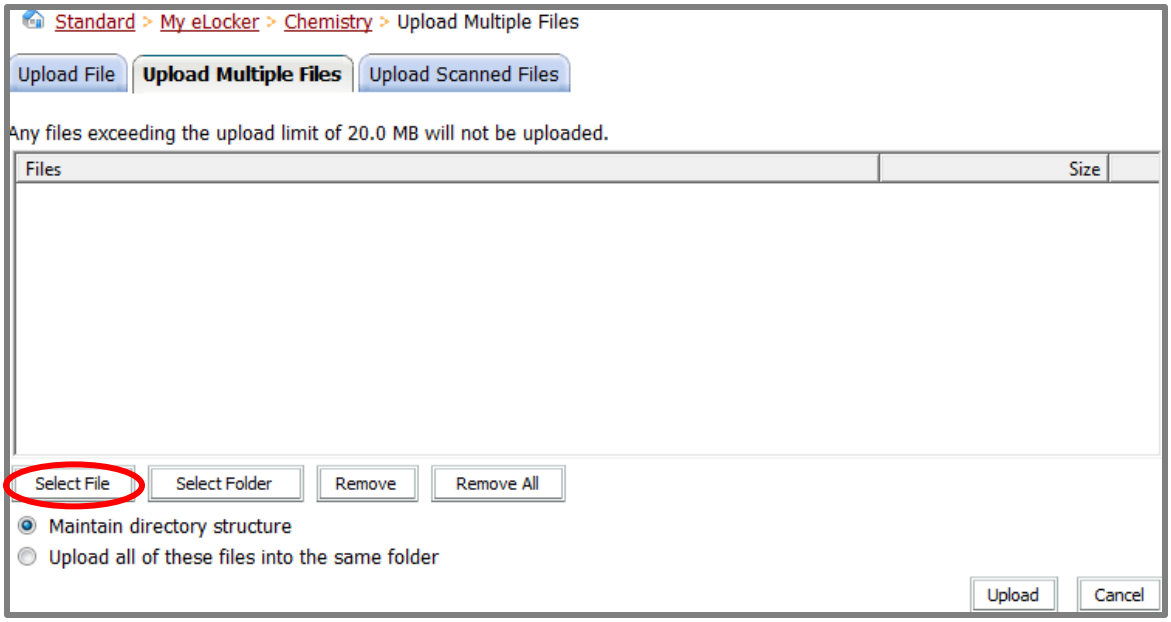
To upload a file, click on **Browse** and choose the file you wish to upload. The **File Name** will be populated automatically with the original file name. If you wish to change the file name for the uploaded version of the file, you are free to do so.



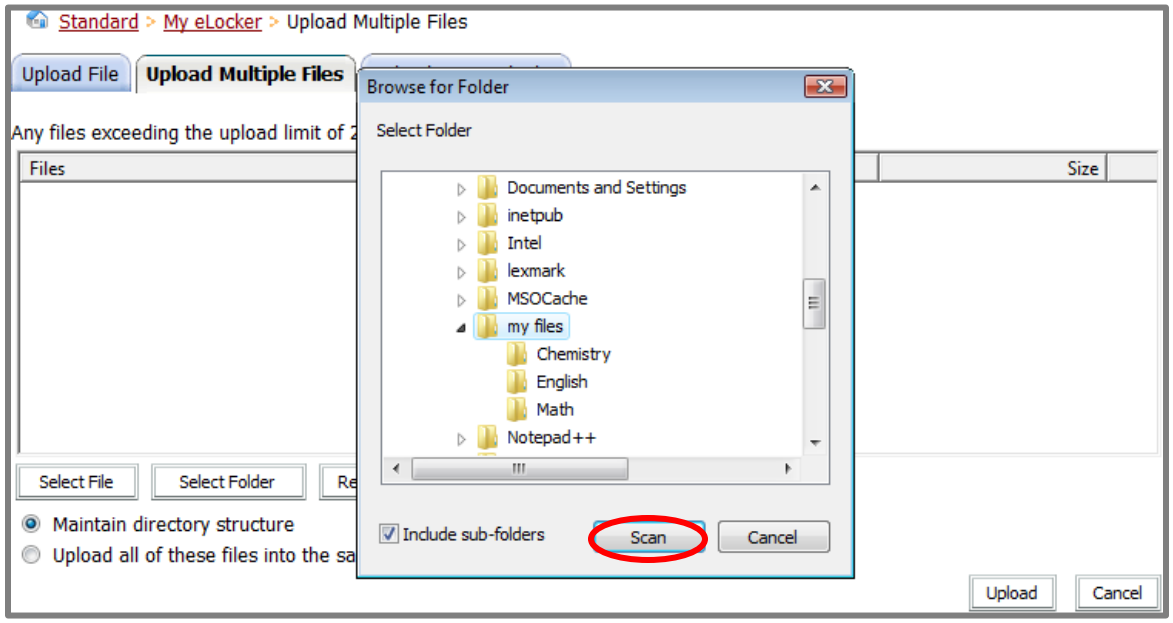
When you are ready to upload your file, click **Add File** to upload the file.

b. Upload Multiple Files

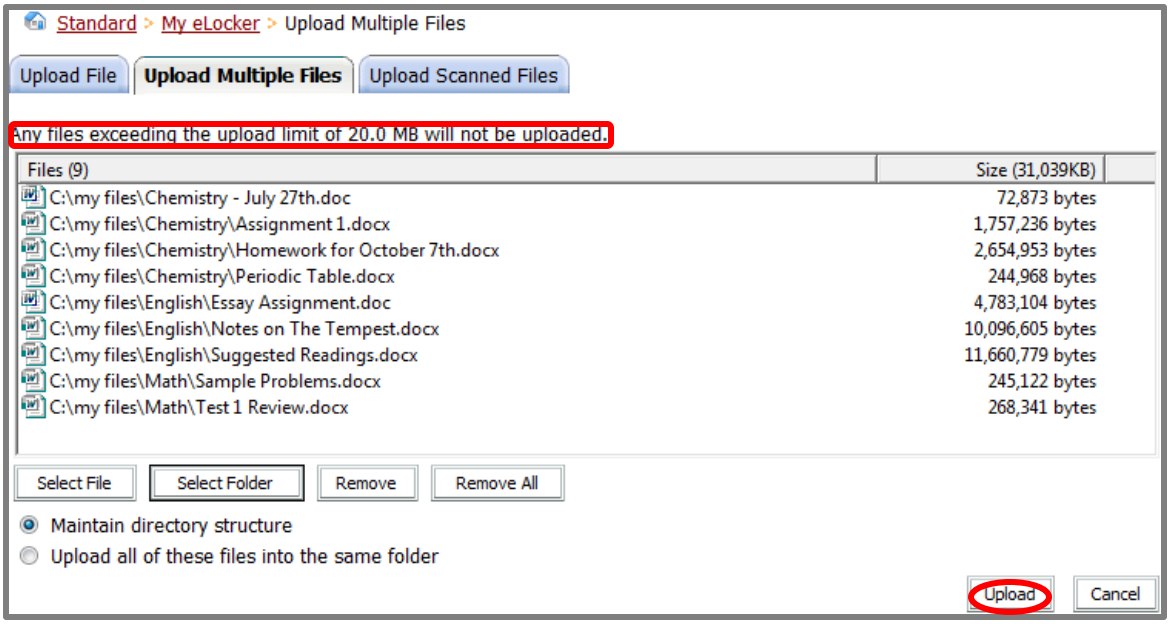
To upload specific files, click on **Select File** and chose the file or files you wish to upload.



If you want to upload an entire folder, click on **Select Folder** and choose the appropriate folder from the **Browse for Folder** window. At the bottom of the window you also have the option to **Include Sub-folders** which you can check if you wish to upload them as well. To confirm your selection, click on **Scan**.

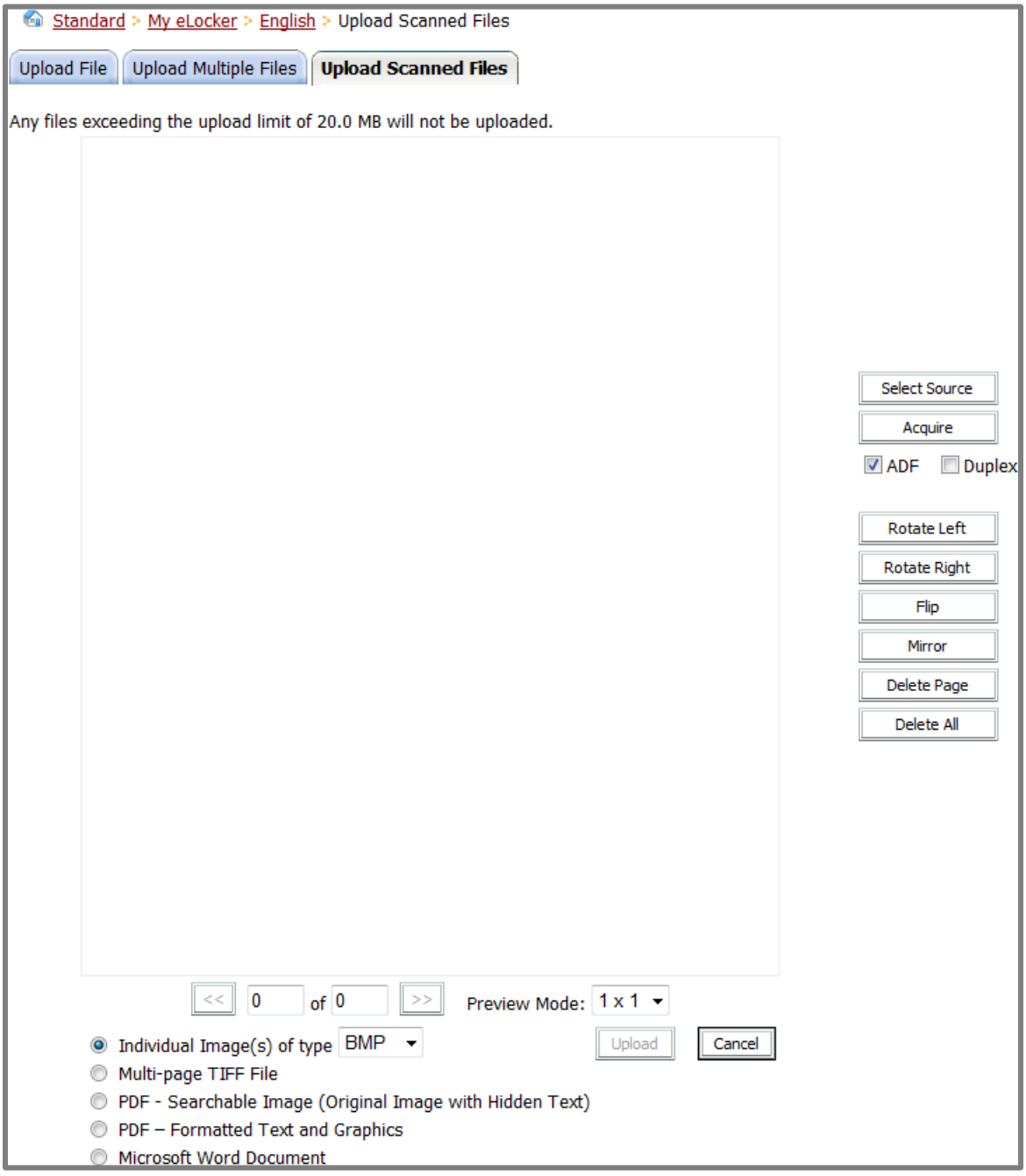


If you want all your files to retain the directory structure they had on your computer, choose **Maintain directory structure**. If you would like all the files to be uploaded to the same directory, choose **Upload all these files into the same folder**. When you have made your selection, click **Upload** to begin uploading the files.


Standard > My eLocker > Upload Multiple Files
Upload File
Upload Multiple Files
Upload Scanned Files
Any files exceeding the upload limit of 20.0 MB will not be uploaded.
Files (9)
Size (31,039KB)
C:\my files\Chemistry - July 27th.doc 72,873 bytes
C:\my files\Chemistry\Assignment 1.docx 1,757,236 bytes
C:\my files\Chemistry\Homework for October 7th.docx 2,654,953 bytes
C:\my files\Chemistry\Periodic Table.docx 244,968 bytes
C:\my files\English\Essay Assignment.doc 4,783,104 bytes
C:\my files\English\Notes on The Tempest.docx 10,096,605 bytes
C:\my files\English\Suggested Readings.docx 11,660,779 bytes
C:\my files\Math\Sample Problems.docx 245,122 bytes
C:\my files\Math\Test 1 Review.docx 268,341 bytes
Select File
Select Folder
Remove
Remove All
Maintain directory structure
Upload all of these files into the same folder
Upload
Cancel

Note: If one of the files you choose exceeds the upload limit for a single file, the upload will not be complete successfully. The actual file size limit will be dependent on the rules set by your site administrator. In the example locker, the limit is 20.0 MB, as highlighted on the previous page.

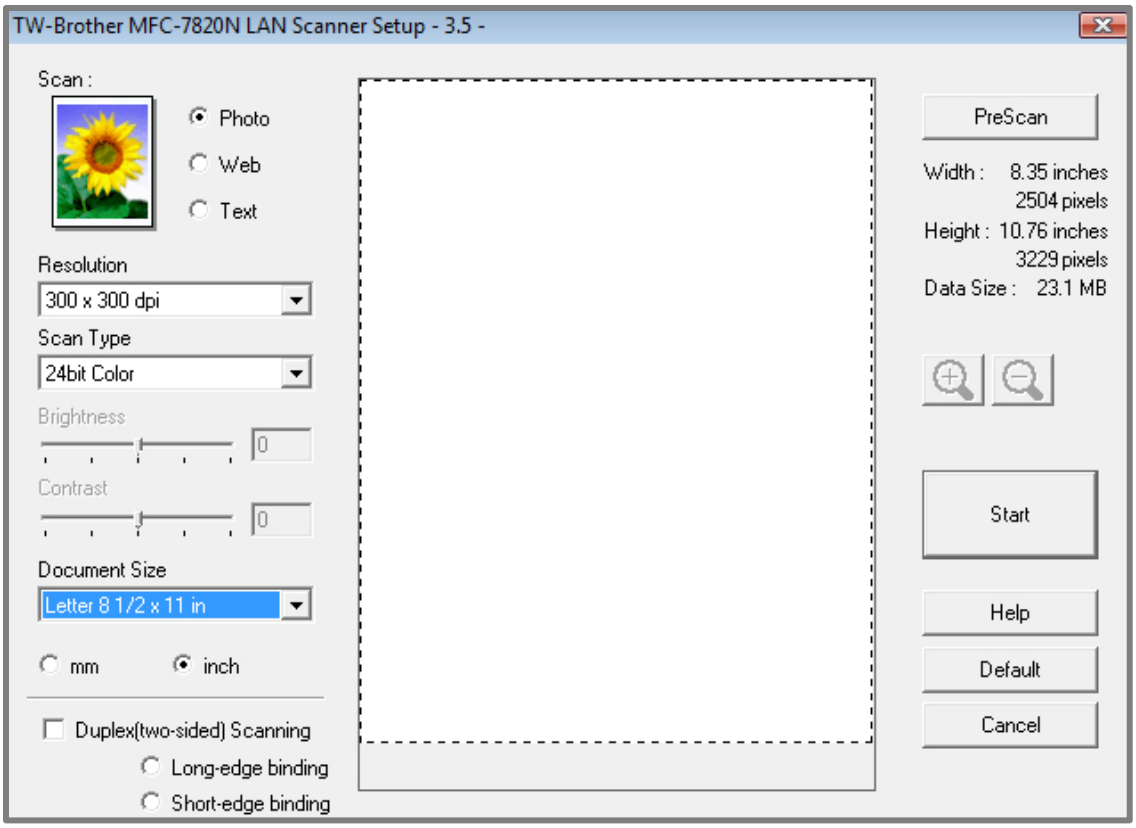
c. Upload Scanned Files



You may also choose to upload files directly from your scanner. To upload scanned files, click on the **Select Source** button to choose a scanner. When the new window opens, make your selection and press the **Select** button.

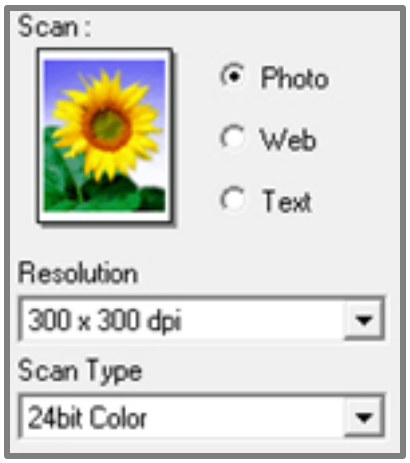
If your scanner uses **ADF** (Automatic Document Feeder) or **Duplex** (double-sided scanner) check those options.

To bring up the scan interface, click **Acquire**.

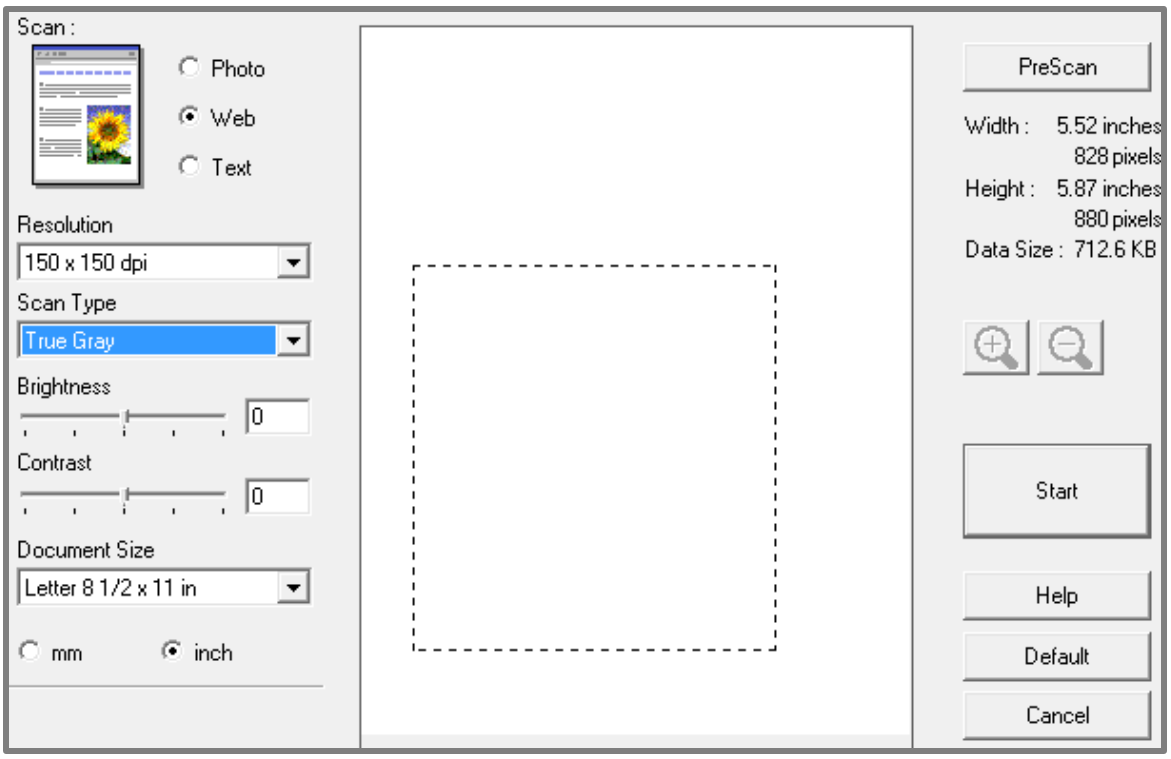


From this interface you can make decisions as to the quality of your scanned image, the color used, and the size of the scanned area.

Scan allows you to choose what the image is and what it will be used for. Each choice has its own default resolution and scan type which will greatly impact the size of the scanned image. The three default choices are **Photo** (for images, figures, etc, that you plan to print), **Web** (for images, figures, etc that will be viewed online), **Text** (for text-only scans). You can also choose to manually configure the **Resolution** and **Scan Type** via the dropdown menu.



To define the area you want to scan, you can either choose a page size from the **Document Size** dropdown menu or you can define the scan area by clicking inside the scan area and dragging the mouse.



Tip: Click **PreScan** to perform a quick scan and get a preview of what the full scan will look like. This can be very helpful as it lets you know if your image is properly aligned with the scan area.

Once you are satisfied with your settings, click the **Start** button to begin your scan. When the scan has finished running you will be returned to the original window.

Now you can change the scanned image's alignment with the **Rotate Left**, **Rotate Right, Flip**, and **Mirror** options.

Rotate Left: Rotate the image 90 degrees to the left.
Rotate Right: Rotate the image 90 degrees to the right.
Flip: Rotate the image 180 degrees.
Mirror: Reverse the image.

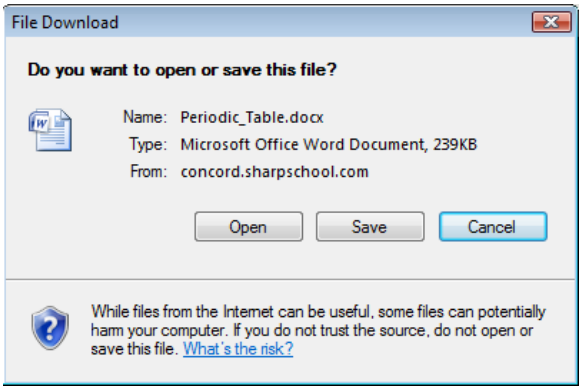
And finally, before uploading your images, you must choose what kind of file you want to create. A number of options are available to you. The best choice will be dependent on the images being scanned, the desired file size, and other such considerations.

File Type	What it Produces
Individual Image(s) of type: BMP, JPEG, TIFF, PNG	Produces a standard image – ideal for use on websites.
Multi-Page TIFF File	Saves multi-page documents to a single image file.
PDF – Searchable Image	PDF with hidden text allowing it to be searched.
PDF – Formatted Text and Graphics	PDF with formatted text and graphics.
Microsoft Word Document	Converts the scanned image into a Word document. Ideal for scanned text.

Once you have made your selection for the image, press the **Upload** button. A small window will come up asking you to enter the filename. Input a name and press **OK**. Your image will now be uploaded in to the eLocker.

3) Opening files

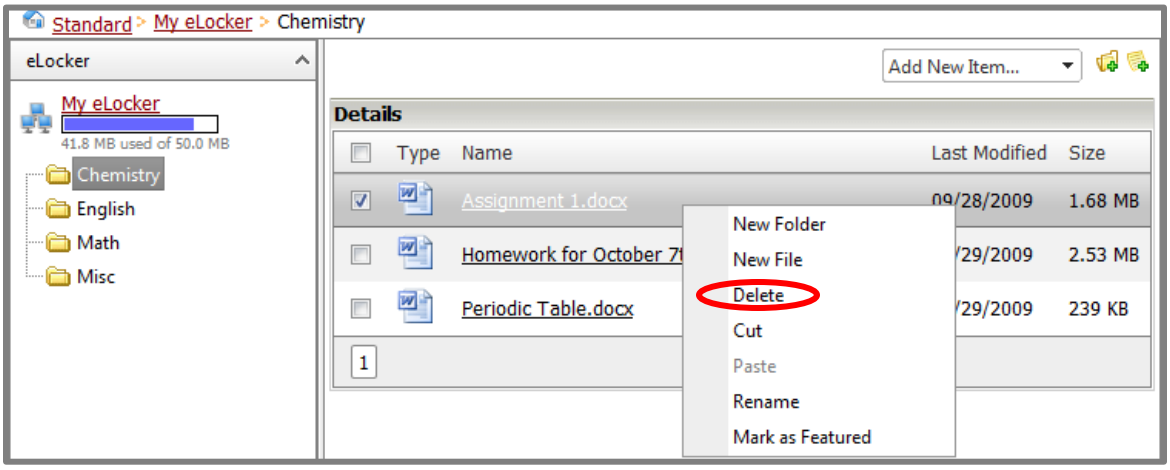
Once you have added files to your eLocker, you can then access them from any computer with an internet connection. Simply log in to your eLocker and click on a file you wish to open. Your browser will prompt you to save or open the file.


File Download
Do you want to open or save this file?
Name: Periodic_Table.docx
Type: Microsoft Office Word Document, 239KB
From: concord.sharpschool.com
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Note: The exact prompts you see will vary depending on the type of file you clicked on and the browser you are using.

4) Deleting Files

If you find yourself running low on space, you may choose to delete files or folders from your eLocker. To do so, simply right-click on the file or folder you wish to delete, and choose delete from the menu that appears. You will be prompted to confirm your decision to delete the file. Choose okay to confirm deletion.

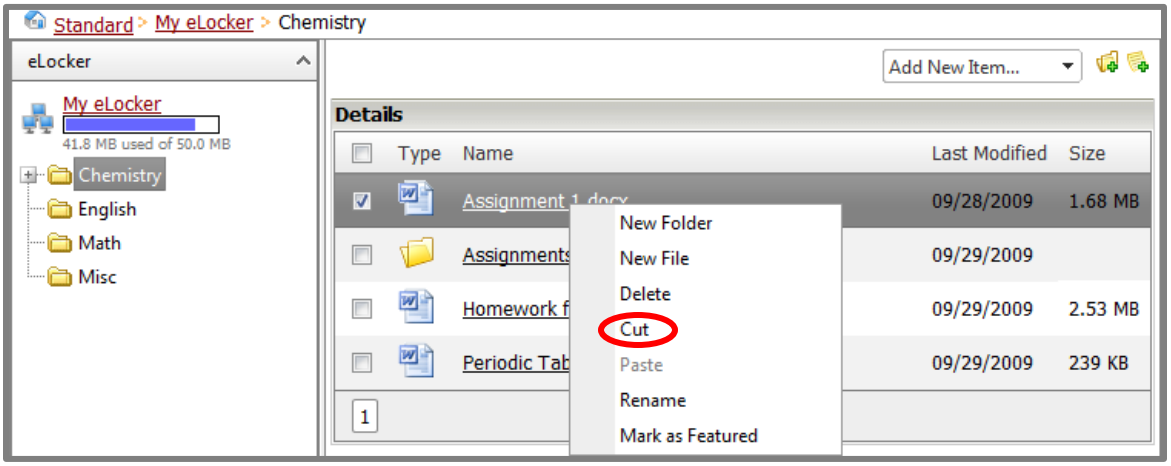


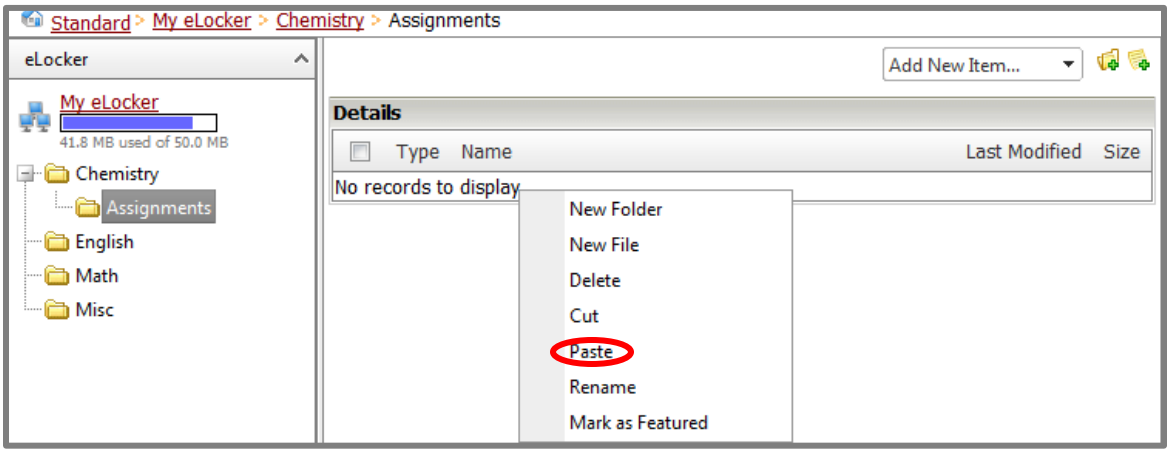
Pitfall: If you delete a file, it cannot be recovered. Do not delete a file unless you are certain you no longer have any need for it.

5) Moving Files

There are cases where you may wish to move a file from one folder to another. Perhaps you uploaded a file to the wrong folder, or maybe you just decided that you want to reorganize your files and folders. With the eLocker interface, moving a file from one folder to another is a quick and easy process.

To move a file, use cut and paste. This works just like cut and paste in most major operating systems; right-click on the file you wish to move and choose **Cut**. Then navigate to the folder you wish to place the file in, right-click again and choose **Paste**.



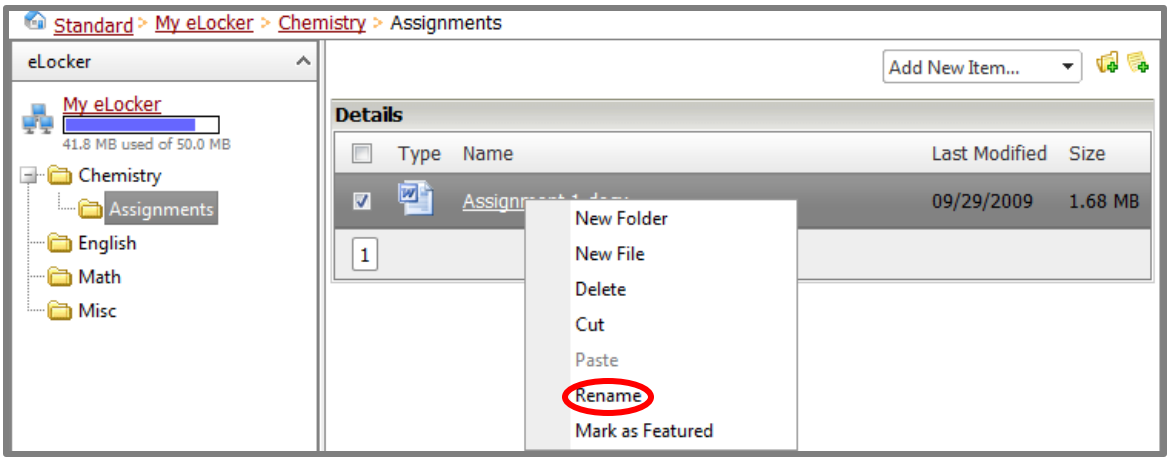


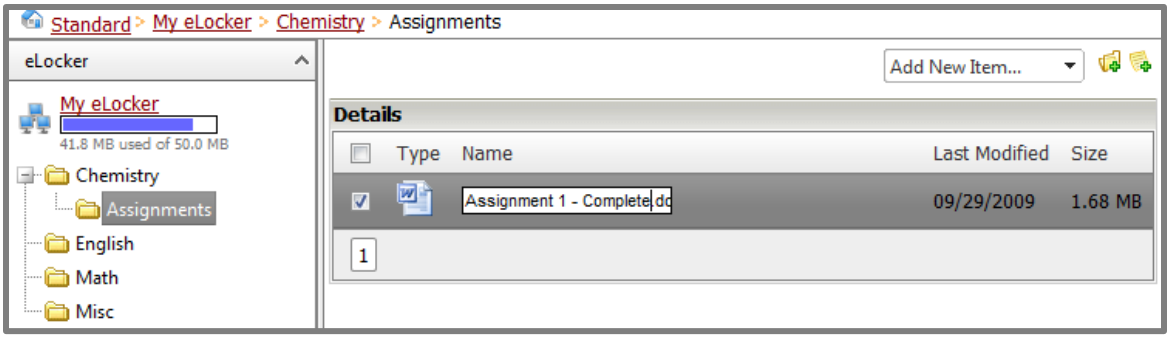
Tip: You can also use this method to move entire folders.

6) Renaming a file

In some cases you may want to rename a file. Perhaps the original filename was not very descriptive, or perhaps you want to include additional information in the filename.

You can rename a file by right-clicking the filename and choosing **Rename**. You will be prompted to enter a new name for the file.



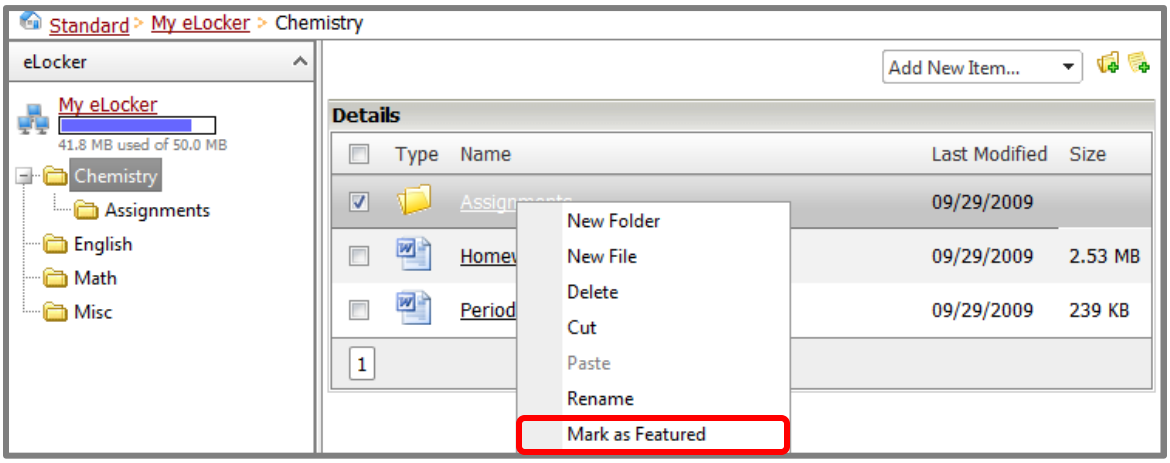


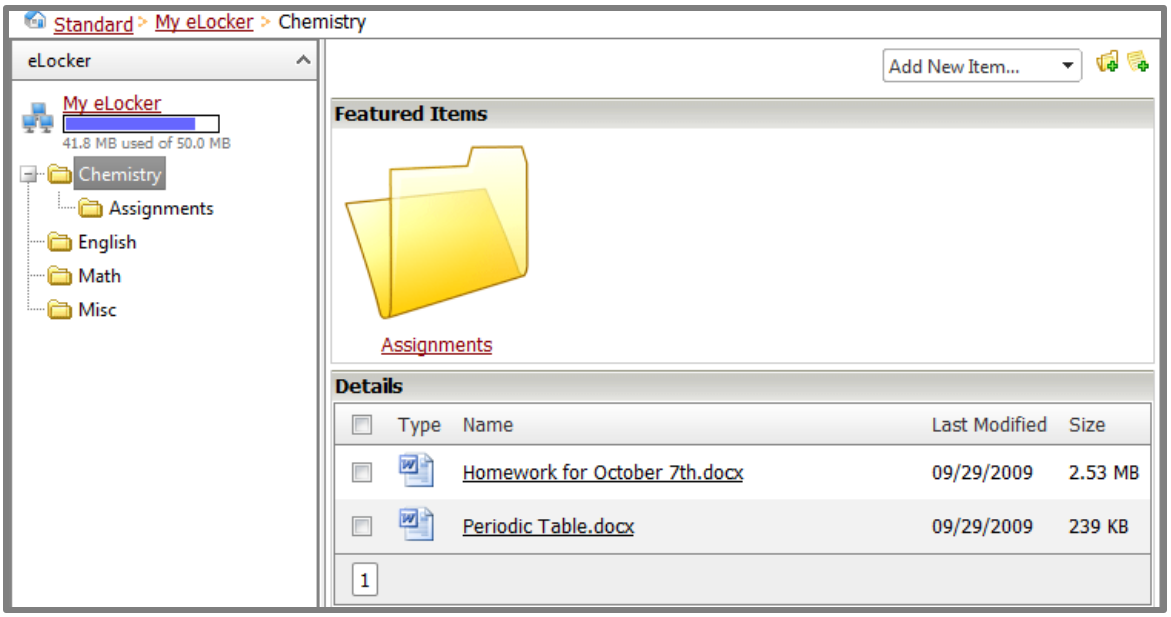
To complete the rename, click somewhere in the browser, outside of the name field.

7) Mark as Featured

If you have certain files that you access a lot, you can feature these files. This provides you with quick and easy access to your most frequently needed files.

To set a file or folder as featured, right-click on the folder or file you wish to feature and choose **Mark as Featured**. The folder or file will now appear in a special Featured Items bar at the top of the eLocker.





Tip: To stop featuring the file, right-click on the file within the **Featured Items** area and choose **Mark as Normal**.